

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled.

Position Title: Applicant Clearance Card Team Clerical Assistant

Department/Division: Licensing & Regulatory Bureau, Applicant Clearance Card Team

Workplace Address: 2320 N. 20th Ave.

Number of Hours/Week: Flexible, minimum of 8 hours per week.

Days of Work Week: Flexible, Monday thru Friday between the hours of 7:00 a.m. to 5:00 p.m. Willing to work around applicant's work or school schedule.

Start/End Hours: Flexible

Position Description: Volunteers will fill customer requests for forms, file records, mail out application reject notices and other generalized clerical duties.

Qualifications: Experience in the use of a personal computer.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety (ADPS) Human Resources section located at 2102 W. Encanto Blvd. Phoenix, or mailed to ADPS Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator at 602-223-2058.

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